

Bulletin

October 19, 2007

Minnesota Department of Human Services □ P.O. Box 64941 □ St. Paul, MN 55164-0941

OF INTEREST TO

- County Directors
- Economic Assistance Supervisors and Staff
- MFIP Employment Services Providers
- Child Care Assistance Workers
- Tribal Representatives

DUE DATE

October 1, 2007

EXPIRATION DATE

October 19, 2009

DHS to Begin Statewide Reviews of Temporary Assistance for Needy Families (TANF) Cases effective October 2007

TOPIC

As part of the Deficit Reduction Act that was enacted in 2006, the federal government is requiring states to conduct reviews of TANF cases beginning October 2007. The new regulations affect Minnesota's TANF program, Minnesota Family Investment Program (MFIP).

PURPOSE

The purpose of this bulletin is to describe the upcoming monitoring process with a brief overview of how the Department of Human Services (DHS) will conduct the reviews. **In addition, DHS is requesting that county agencies and tribal human services agencies complete and submit the attachment to the bulletin entitled, *County Agency Contact for TANF Case File Reviews*, no later than October 31, 2007.**

CONTACT

Anne C. Lauer, Research Planning and Evaluation Director
Program Assessment and Integrity Division
P.O. Box 64245
St. Paul, MN 55164-0245
(651) 431-3941 Anne.Lauer@state.mn.us

SIGNED

CHARLES E. JOHNSON
Assistant Commissioner
Children and Family Services

BACKGROUND

The new Temporary Assistance for Needy Families (TANF) regulations that were part of the Deficit Reduction Act (DRA) enacted in 2006 require states to monitor participants' engagement in work activities in order to verify participants' hours of participation; the specific regulation pertaining to the case review auditing process is 45 CFR 261.62 (b) (5). The Department of Human Services (DHS) Program Assessment and Integrity Division (PAID) will be conducting the monitoring activity.

OVERVIEW OF REVIEW PROCESS

The following is a brief overview of how DHS will conduct the TANF case reviews:

Start Date for Reviews

The reviews will begin October 2007.

Types of Cases to Be Reviewed

DHS will do a quarterly statewide random sample of 100 TANF cases that are in the federal work participation rate denominator; the sample will include only those cases with at least one hour of core and/or non-core activity in a given quarter. Although all sample cases will have core/non-core activity hours, some of these cases will also have non-countable hours. Each sample will be selected from the preceding quarter after all data has been frozen. For the initial sample pulled in October 2007, the quarter sampled will be April, May and June of 2007. A case will be selected for a specific month within that quarter and that is the month to be reviewed by DHS staff. For example, a case that has zero hours of core and/or non-core activity for April, 100 hours of core and/or non-core activity for May and zero hours of participation for June could be selected for review for the month of May.

Case Review

The case review will consist of an online review of both MAXIS and WF1/TEAMS for the month selected as well as a review of the financial and employment services' paper files. **It will not be necessary for county agencies/employment services providers to copy any of the screens in MAXIS and WF1/TEAMS as reviewers have access to these systems and will be doing this on their own.** DHS staff will be comparing the hours reported on MAXIS and WF1/TEAMS to the documentation found in the participant's case file for those activities. Reviewers will be looking for corresponding documentation for the hours of activity reported, such as pay stubs, time sheets, activity logs, school attendance forms, case notes -- any documentation that supports the hours and has proper signatures and/or verifications of accuracy. The activity codes used for reporting hours will also be reviewed for accuracy. **If questions arise during the course of the review, DHS staff will contact the assigned financial worker/employment services counselor for clarification.**

Preparation and Location for Conducting Case Reviews

DHS will notify the county agency of the cases that have been selected for review for each quarter and whether reviewers will be doing an on-site review or requesting that case files be submitted to central office.

- **On-site Visit:** An on-site visit will be done when feasible. However, DHS staff will forgo on-site visits while the TANF Case Review process is in its initial stages (first three to six months) in order to work through any logistics issues that may occur due to the newness of the process. Both the financial and employment services' case files will need to be available for the review. **The financial workers and the job counselors should be sure to provide the entire case file with all documentation of core/non-core and non-countable activities for the quarter that the cases were sampled.** If documentation is kept separate from the paper file, the county agency will need to have that documentation available for the review as well or the case will be considered in error.
- **Case files mailed to DHS:** A request to mail in case files will occur when the sample from the county agency is not feasible to warrant a visit. **In these instances, the county agency will need to send the financial and employment services case files (in their entirety) to the central office with all original documentation for the quarter that the case was selected.** DHS is requesting that the cases be submitted to central office within five working days after receipt of the letter requesting the sample cases. Staff at DHS will copy the necessary items from these case files and send them back within five days of receipt.

DHS staff will assume when they begin the review that all documentation associated with the case for the sample quarter has been provided by the county.

Notification of Case Review Results

On a quarterly basis, DHS will calculate and report the statewide error rate -- percent of reviewed cases that are inadequately documented. Those counties that had cases selected for review will receive case-specific results. It will be the county agency's responsibility to share the case-specific results with the employment services provider.

Corrective Action for Error Cases

If more than 10% of a county's reviewed cases are inadequately documented, DHS will provide supplementary instruction and technical assistance to both the county agency and their employment services provider(s) to ensure that the most serious deficiencies are addressed and corrected immediately.

COUNTY AGENCY CONTACTS

DHS is requesting that all county agencies and tribal human services agencies complete the attachment to this bulletin entitled *County Agency Contact for TANF Case File Reviews*. The contact person should be a county agency/tribal human services agency employee who will be

responsible for acting on the requests for the submission of both the financial **and** employment services case files. In addition, the contact person should also be someone with supervisory-level authority who would be able to respond to general questions that reviewers may have.

DOCUMENTATION AND VERIFICATION RESOURCES

Recommended resources for information on allowable activities, daily supervision and documentation/verification are the Employment Services Manual (Chapter 7) and the *MFIP Activity Daily Supervision, Documentation and Verification Guide*. The guide is an attachment to the bulletin and is expected to be included as an appendix in the ES Manual in the near future.

SPECIAL NEEDS

This information is available in other forms to people with disabilities by contacting us at 651-431-3936 (voice), toll free at 1-800-366-7895 or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).



COUNTY AGENCY CONTACT FOR TANF CASE FILE REVIEWS

Date_____

Name of County Agency_____

Name of County Agency Contact_____

Position of County Agency Contact_____

E-Mail Address_____

Phone Number(s)_____

Fax Number(s)_____

Mailing Address_____

Once completed, please return the above information to the Department of Human Services using one of the methods listed below. Should you have any questions about this form, please contact Barb Tollefson at Barb.Tollefson@state.mn.us or (651) 431-3970 / 1-800-450-4728.

Fax Number: (651) 431-7525 (Attention: Barb Tollefson)

Mailing Address: Minnesota Department of Human Services
Program Assessment & Integrity Division
PO Box 64245
St. Paul, MN 55164-0245

Attention: Barb Tollefson

MFIP Activity Daily Supervision, Documentation and Verification Guide

Wednesday, October 10, 2007

MFIP Paid Employment Activities (October 10, 2007)

<p>Activities</p> <ul style="list-style-type: none"> • Unsubsidized Employment • Subsidized Private Sector Employment; • Subsidized Public Sector Employment • On-the-job Training (both public and private sector) • Grant Diversion (reported as Subsidized Private or Subsidized Public Sector Employment) • Paid Work Experience¹ 	<ul style="list-style-type: none"> • Core Activity (applies to all types of paid employment). <hr/> <ul style="list-style-type: none"> • Daily Supervision – Provided by the participant’s employer. <hr/> <ul style="list-style-type: none"> • Documentation Requirement – Wage stubs or other employer produced document (submitted with Household Report Form). Documentation must include the participant’s name, the dates/pay period for the hours paid, the number of paid hours (including paid holidays, vacation and sick leave and other paid time off), and the employer’s name (and signature, if available). Please Note: If a wage stub or other employer produced document cannot be obtained, documentation can be obtained by a phone call to the employer. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Financial Worker retains a copy of the wage stub or other employer produced document in the participant’s case file. Follow MFIP records retention schedule. When verification is based on information obtained from a phone call, the Financial Worker must enter a case note to document the substance of the call, including the name and contact information of the person verifying the hours, the number or hours and the dates/pay period. <hr/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All types of paid employment are recorded and tracked on the MAXIS system. Apply all hours of paid employment to the month the earned income is received; not the month in which the hours were actually worked. <hr/> <ul style="list-style-type: none"> • Verification Requirements – Financial Worker verifies the participant’s name, earned income amount, the number of hours, the pay period dates and employer name (and signature and phone number, if available).
<ul style="list-style-type: none"> • Self-Employment² (reported as Unsubsidized Employment) 	<ul style="list-style-type: none"> • Core Activity. <hr/> <ul style="list-style-type: none"> • Daily Supervision – Provided by the participant’s employment counselor. The employment counselor must have a check-in meeting with the participant who is self-employed no less frequently than monthly to review the participant’s self-employment status and progress toward self-sufficiency. FW needs to inform the employment counselor when self-employment hours do not meet TANF hourly participation requirements. <hr/> <ul style="list-style-type: none"> • Documentation Requirements – DHS-3336 (Self Employment Report Form) or comparable document (submitted with Household Report Form) containing the participant’s name, the dates covered, the amount of gross income and allowable business expenses for the month, and the participant’s signature. <hr/> <ul style="list-style-type: none"> • Documentation Retention – Financial Worker retains DHS-3336 form or comparable document in the participant’s case file. Follow MFIP records retention schedule. <hr/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All (paid) self-employment hours are tracked on the MAXIS system. ² <hr/> <ul style="list-style-type: none"> • Verification Requirements – Financial Worker verifies the participant’s name, the amount of gross income and allowable business expenses for the month and the participant’s signature.

¹ **Paid Work Experience** is reported as unsubsidized employment when the wages are paid directly to the participant. Paid Work Experience is reported as subsidized employment when payment is made to the participant’s employer to reimburse the employer for wages that are paid to the work experience participant.

² **Self-Employment** hours of participation are derived by dividing the participant’s net business income (gross income less allowable business expenses) by the federal minimum wage (\$5.85/hour). The hours are derived automatically by the MAXIS system.

MFIP Unpaid Work Activities (October 10, 2007)

Activities

- (Unpaid) Work Experience
- Community Service Program¹

- **Core Activity (applies to both types of unpaid work activities).**
- **Daily Supervision** – Provided by the work site supervisor or other responsible individual employed by or stationed at the work site.
- **Documentation Requirement** – Time sheet (or activity log) submitted no less frequently than bi-weekly. Must include the participant's name, the dates covered by the time sheet (or activity log), the actual number of hours of participation each day, the name of the worksite supervisor, the worksite supervisor's signature and phone number. **Please Note:** Another responsible individual who is employed by or stationed at the worksite may also sign the timesheet if the worksite supervisor is unable to do so.
- **Additional Documentation Requirements for Community Service Program Placements** - Community Service Program placements and the work performed by participants engaged in them must serve a useful public purpose and the work performed by the participant must improve the participant's employability. Employment Service Providers must enter a case note that describes the useful public purpose of the position and how the placement will improve the participant's employability.
- **Documentation Retention** – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow MFIP records retention schedule.
- **Recording/Tracking Hours** – All unpaid work hours are recorded and tracked on the WorkForce One system.
- **Verification Requirements** – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and worksite supervisor's or other responsible individual's name, signature and phone number.
- **Fair Labor Standards Act (FLSA)** – Most MFIP participants engaged in unpaid work experience or community service programs are covered under the FLSA and may not be required to work more than the number of hours equal to their combined MFIP cash and food support benefits divided by the state minimum wage (\$6.15/hr). Participants who are engaged in the maximum number of hours as allowed by the FLSA are deemed to be meeting the TANF work participation rate. An exception to this are participants working for Americorp and Americorp/VISTA.

¹

Additional information for Community Service Program placements – Community Service Program placements must serve a useful public purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety and child care.

CD/MH Treatment and Rehabilitation Services (October 10, 2007)

Activities

- **Chemical/Substance Abuse Treatment**
- **Mental Health Treatment**
- **Rehabilitation Services**

- **Core Activity** (when tracked and reported as Job Search/Job Readiness Assistance - counts toward Job Search/Job Readiness Assistance six week limit per Federal Fiscal Year. No more than four consecutive weeks is countable as a core activity).
 - **Neither Core nor Non-Core¹** (after the six week Job Search/Job Readiness Assistance limit is reached or the fifth week following four consecutive weeks of Job Search/Job Readiness Assistance, or when the CD/MH treatment or Rehabilitation Services are tracked under Participating in Social Services category).
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- **Daily Supervision** – Provided by a responsible individual overseeing the treatment or services provided to the participant or another responsible individual employed by or stationed at the treatment or service provider facility.
-
- **Documentation Requirement** – Time sheet (or activity log) submitted no less frequently than bi-weekly. Must include the participant's name, the dates covered by the time sheet (or activity log), the actual number of hours of participation each day, the name, signature and phone number of the person providing the daily supervision for the treatment or rehabilitation services provider. **Please Note:** Another responsible individual who is employed by or stationed at the treatment or rehabilitation service provider may also sign the timesheet if the person providing the daily supervision is unable to do so.
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- **Documentation Retention** – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow MFIP records retention schedule.
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- **Recording/Tracking Hours** – All Treatment, Rehabilitation Services and Social Services hours are recorded and tracked on the WorkForce One system.
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- **Verification Requirements** – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and name, signature and phone number of the person providing the daily supervision of the participant receiving treatment or rehabilitation services (or other responsible individual's name, signature and phone number).

¹

See **MFIP Allowable Activities That Do NOT Count Toward TANF Work Participation Rate** for information about daily supervision and the levels of documentation and verification for Chemical Abuse Treatment, Mental Health Treatment and Rehabilitation Services that are **not** tracked and reported under the TANF Job Search/Job Readiness Assistance category.

Vocational Educational Training (October 10, 2007)

Activities

- **Post Secondary Vocational Educational Training¹** (1-12 month educational program)
- **Post Secondary Vocational Educational Training¹** (13-24 month educational program)

- **Core Activity** (12 month lifetime limit. The first twelve months of either vocational educational training program [1-12 month and 13-24 month] are reported as a core activity under the Vocational Educational Training activity category).
 - **Non-Core Activity** (after a participant reaches the 12 month lifetime Vocational Educational Training limit, hours in either vocational educational training program activity [1-12 month and 13-24 month] are reported (behind the scene) as non-core under the Job Skills Training Directly Related to Employment activity category).
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- **Daily Supervision** – Provided by a responsible individual employed by or stationed at the vocational educational training institution, including but not limited to, course instructors, student advisors, or attendance office personnel.
-
- **Documentation Requirement** – Time sheet (or activity log) submitted no less frequently than bi-weekly. Must include the participant's name, the dates covered by the time sheet (or activity log), the actual number of hours of participation each day, the name, signature and phone number of the responsible individual responsible for providing the daily supervision for the vocational educational training provider. **Please Note:** Another responsible individual who is employed by or stationed at the vocational educational training provider may also sign the timesheet if the person providing the daily supervision is unable to do so.
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- **Documentation Retention** – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. Follow MFIP records retention schedule.
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- **Recording/Tracking Hours** – All Vocational Educational Training hours are recorded and tracked on the WorkForce One system.
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- **Verification Requirements** – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and name, signature and phone number of the person providing the daily supervision of the participant attending vocational educational training (or other responsible individual's name, signature and phone number).

¹

The appropriate activity for a participant enrolled in Post Secondary Vocational Educational Training is based on the length of the educational program. **For example,** if a participant is attending a 2-year program, enroll the participant into Post Secondary Vocational Educational Training (13-24 months) starting with the initial month in the Post Secondary program. Do not enroll the participant in Post Secondary Vocational Educational Training (1-12) months for the first 12 months of program lasting more than 12 months.

The reporting process used in the TANF Work Participation Report will automatically determine the number of months a participant has been engaged in the training and report the hours as Vocational Educational Training until the participant has reached the 12 month lifetime limit. Any additional months are reported (behind the scene) under the Job Skills Training Directly Related to Employment category. This is done at DHS and will not require additional coding by employment service provider or counselors.

Jobs Skills Training Directly Related to Employment (October 10, 2007)

<p>Activities ¹</p> <ul style="list-style-type: none"> • (ABE) Adult Basic Education • (ESL) English as a Secondary Language • (FWL) Functional Work Literacy • (GED) General Educational Development (for participants who are 20 years and older) • Job Skills Training Directly Related to Employment Courses • College ² (tracked and reported under Job Skills Training Directly Related to Employment) 	<ul style="list-style-type: none"> • Non Core Activity. <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Daily Supervision – Provided by a responsible individual employed by or stationed at the job skills training directly related to employment institution, including but not limited, to course instructors, student advisors, or attendance office personnel. <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Documentation Requirement – Group attendance sheets or time sheet (or activity log) submitted no less frequently than bi-weekly. Must include the participant's name, the dates covered by the group attendance sheets, individual time sheet (or activity log), the actual number of hours of participation each day, the name, signature and phone number of the responsible individual responsible for providing the daily supervision for the job skills training directly related to employment provider. Please Note: Another responsible individual who is employed by or stationed at the job skills training directly related to employment provider may also sign the timesheet if the person providing the daily supervision is unable to do so. <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Documentation Retention – Employment Service Provider retains the time sheet (or activity log) in the participant's case file. A group attendance sheet may be filed in the participant's case file or a location that is readily accessible to program monitors. Follow MFIP records retention schedule. <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Recording/Tracking Hours – All Job Skills Training Directly Related to Employment hours are recorded and tracked on the WorkForce One system under the specific categories listed in the left hand column. <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Verification Requirements – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and name, signature and phone number of the person providing the daily supervision of the participant attending job skills training directly related to employment training (or other responsible individual's name, signature and phone number).
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¹ All activities listed in the left hand column of this chart are reported (behind the scene) as Job Skills Training Directly Related to Employment.

² A participant may be approved for college (including advanced degrees) when the participant is within 24 months of completing his/her educational program and the participant meets the conditions outlined in MN Statutes 256J.53 Subdivision 2.

Providing Child Care to Child(ren) of a Participant who is Participating in a Community Service Program (October 10, 2007)

Activity

• Providing Child Care to Children of a Participant who is Participating in a Community Service Program

- **Core Activity.**

- **Daily Supervision** – Provided by the participant’s employment counselor (and in conjunction with the participant who is participating in the community service program). The employment counselor must meet with the participant who is providing child care to child(ren) of a participant who is participating in a community service program to review the services provided by the participant and the participant’s progress toward self-sufficiency.

- **Documentation Requirement** – A time sheet (or activity log) submitted no less frequently than bi-weekly. Must include the participant’s name, the dates covered by the time sheet (or activity log), the actual number of hours of participation each day, the name, signature and phone number of the participant who is participating in the community service program.

- **Documentation Retention** – Employment Service Provider retains the time sheet (or activity log) in the participant’s case file. Follow MFIP records retention schedule.

- **Recording/Tracking Hours** – All hours of Providing Child Care to Child(ren) of a Participant who is Participating in a Community Service Program are recorded and tracked on the WorkForce One system.

- **Verification Requirements** – Employment Service Provider verifies the participant’s name, the number of actual hours, the dates and the name, signature and phone number of the participant whose child(ren) is/are being cared for by the participant providing the child care. (or other responsible individual’s name, signature and phone number).

Satisfactory Attendance at a Secondary School (Participants < 20) and Courses Leading to a Certificate of General Equivalence (Participants <20) (October 10, 2007)

Activities

- **Satisfactory Attendance at a Secondary School**
- **(GED) General Educational Development** (for participants who are under 20 years old)

- **Core Activity.**

- **Daily Supervision** – Provided by personnel from the secondary school or GED course instructor.

- **Documentation Requirement – High School Attendance <20 Years Old** - There are several methods of documenting satisfactory attendance of a secondary school including: (1) a time sheet (or activity log) submitted no less frequently than monthly, (2) a DHS-2883 form (Request for School Attendance/Progress) or similar form submitted no less than monthly, (3) an on-line attendance record collected no less than monthly, or (4) via the phone. The documentation must include the participant's name, the dates covered, the actual number of hours of participation each day, the name, signature and phone number of the school official verifying the hours of participation. **Please Note:** If an on-line attendance records is used to document school attendance, the record must include the participant's name, the dates covered by the on-line attendance record, and the number of hours of attendance (or the methodology used to determine the actual hours). If the student's attendance information is received by phone, the employment provider must document the hours, the name and contact information of the person providing the attendance information.
- **Documentation Requirement – GED <20 Years Old** – In addition to the above mentioned documentation requirements, a group attendance sheet may be used to document attendance for a participant who is less than 20 years old and engaged in GED.

- **Documentation Retention** – Employment Service Provider retains a copy of the activity log, Request for School Attendance/Form (or similar form), a copy of the on-line attendance record in the participant's case file. When the attendance information is received by phone, the information must be entered as a case note or retained in the case file. Follow MFIP records retention schedule. For GED, a group attendance sheet may be filed in the participant's case file or a location that is readily assessable to program monitors. Follow MFIP records retention schedule.

- **Recording/Tracking Hours** – All hours of Secondary School Attendance and GED are recorded and tracked on the WorkForce One system.

- **Verification Requirements** – Employment Service Provider verifies the participant's name, the number of actual hours, the dates and the name, signature and phone number of the school official verifying the hours of participation. If on-line attendance records are used, the Employment Service Provider verifies the participant' name, the number of actual or derived hours of participation, the method used to derive the hours of participation and the dates. If the information is received by phone, the employment provider must verify the name and contact information of the person providing the attendance information.

Job Search and Job Readiness Assistance (Not CD/MH Treatment or Rehab Services)¹ (October 10, 2007)

Activities

- **Job Search and Job Readiness Assistance (not including CD/MH treatment or Rehabilitation Services)**

- **Core Activity** (Six week limit per Federal Fiscal Year and no more than four consecutive weeks is countable as a core activity. Job Search is no longer a countable activity after the four or six week limit is reached).
- **Daily Supervision** – Provided by the employment counselor and other responsible individuals, such as other employment provider or workforce center staff.
- **Documentation Requirement** – There are two documents that can be used to record participation in job search and job readiness assistance. An activity log is used by the participant to list the job search and job readiness assistance activities a participant completed. The participant must submit the activity log no less frequently than weekly. The activity log must contain the date and time of each contact, the type of contact, the position the participant was interested in, the status of the contact, the name of the employer/business and contact information, plus the participant's signature stating the activity log and the hours contained on it are accurate. A sign-in attendance sheet can also be used to document job search and job readiness assistance for group meetings, such as job club and when the participant is engaged in job search and job readiness assistance at a workforce center or other location that uses sign-in attendance sheets. The sign-in attendance sheet must contain each participant's name, the date and actual hours of participation, and a signature of a responsible individual who oversees the job search and job readiness assistance activity.²
- **Documentation Retention** – Employment service provider retains the activity log in the participant's case file. A group attendance sheet may be filed in the participant's case file or a location that is readily assessable to program monitors. Follow MFIP records retention schedule.
- **Recording/Tracking Hours** – All hours of job search and job readiness assistance are recorded and tracked on the WorkForce One system.
- **Verification Requirements** – As part of the weekly check-in meetings, the employment service provider will review the activity log and verify all of the required information that is contained on the activity log. In addition, the employment service provider must verify at least one job contact no less frequently than bi-weekly. Methods for verifying a job contact include (1) asking the employer to verify the job contact, (2) obtaining a copy of a computerized "receipt" for on-line applications, and (3) copies of applications, letters and business cards when questions are asked during a check-in meeting to corroborate the job contact. The employment services provider will sign a statement on the activity log or enter a case note indicating the employment provider has reviewed the activity and note whether the information contained on it was acceptable and the method used to verify the job contact.

¹ See **CD/MH Treatment and Rehabilitation** for Chemical Dependency treatment, Mental Health treatment, and Rehabilitation Services when tracked and reported under the Job Search/Job Readiness Assistance TANF category.

² **DHS Recommendation:** For participants who have exhausted their six weeks of countable (core) Job Search/Job Readiness Assistance, use the same documentation and verification standards after the six weeks are exhausted. It will be less confusing for the participant if the documentation standards don't change back and forth.

MFIP Allowable Activities That Do NOT Count Toward TANF Work Participation Rate (October 10, 2007)

Activities

- Assessment
- Social Services ¹
- Screening
- Family Violence Waiver
- Integrated Services Project
- Holding
- Holding-Sanctioned
- Other

• Non-Countable Activities.

- **Daily Supervision** – Provided by the employment services counselor. Weekly or bi-weekly check-ins are recommended, especially for participants who are also engaged in one or more countable activities. Case note or enter on participant's employment plan the frequency of the check-in meetings.
- **Documentation Requirement** – Participant employment plans must include activities and case notes should be used to document the activity. Additional documentation varies according to the non-countable activity.
 - **Assessment:** Professional MH or CD assessments, ES counselor's assessments and/or case notes that assess participants for (including but not limited to): chemical health, mental health, physical health, child behavior, personal skills, childcare, dependent care, transportation, legal, safe living environment, housing, financial, education and social support; employability measure (if information is in WF1, additional documentation in paper file is not necessary).
 - **Social Services:** Treatment plans, correspondence from health care, CD and MH professionals, counseling, meeting with advocates and child protection (signatures of professionals are recommended to reduce complication).
 - **Screening:** MFIP Self-screen, LD screen and other screening tools used by the county or ES provider.
 - **Family Violence Waiver:** Employment plan created with and signed by an advocate. Supporting documentation used to approve the Family Violence Waive such as police reports, sworn statements, etc.
 - **Integrated Services Project:** Employment plan should reflect participation in this project.
 - **Holding:** Case note the reason why the person is in holding (at the minimum).
 - **Holding-Sanction:** Notice of Intent to Sanction. Status Update implementing the sanction.
 - **Other:** Medical opinion form. Correspondence and other statements from qualified medical providers.
- **Documentation Retention** – Employment Service Provider retains the time sheet, or activity log or other forms of documentation in the participant's case file. Follow MFIP records retention schedule.
- **Recording/Tracking Hours** – All hours of activities that are neither core nor non-core are recorded and tracked on the WorkForce One system.
- **Verification Requirements** – Employment provider verifies the information contained on the various form, documents, related correspondence, and signatures (if required by the provider) to ensure the information is complete and accurate.

¹

See **CD/MH Treatment and Rehabilitation** for Chemical Dependency treatment, Mental Health treatment, and Rehabilitation Services when tracked and reported under the Job Search/Job Readiness Assistance TANF category. **DHS Recommendation:** For participants who are receiving CD/MH treatment or Rehabilitation services that previously were reported as Job Search/Job Readiness Assistance, use the same documentation and verification standards after the six weeks of job search are exhausted. It will be less confusing for the participant if the documentation standards don't change back and forth.